

TA Conference Call Notes June 29, 2007

Agendas for calls are posted on our website about one week before each call. The schedule of calls is available at www.first5eval.com.

Addition to the agenda.

- Update on the RFP process

Gretchen Williams gave an update on CARES: we sent the updated CARES consent form for Fiscal Year (FY) 2007-2008 in English and Spanish, the Research Subject's Bill of Rights in English and Spanish and a document about the County's Role in Data Confidentiality by e-mail on June 20. Contact Gretchen if you did not receive the e-mail. Discontinue use of and destroy the old consent forms; all participants will need to be re-consented this fiscal year. Make sure participants receive a copy of the Research Subject's Bill of Rights.

Yesterday, we sent an e-mail with the FY2007-2008 CARES progress report forms, they will also be available on-line (probably in August, we will inform CARES counties when it is ready); we have reduced the variables for FFN participants, in case you are updating your forms. We took off about 12 FFN variables.

Millie Garcia gave an update on the first5eval.com website. By the end of today, we will have a new look for the website. This is the website PEDS users have been using to access that application, but we are adding more resources. You will find all of the conference call information, the Annual Report guidelines, the Annual Report forms, the Center for Results updates, a letter from the Deputy Director of Research & Evaluation, any other updates and other important and breaking news for R&E. There will be a link on the CCFC website. We will be adding more resources over the next few weeks. If you have comments or suggestions on the website, please send them to evaluation@ccfc.ca.gov.

Tina Fitzgerald gave an update on the Annual Report. We are securing the services of a contractor to assist us in writing our Annual Report. The contract should be in place soon. The new contractor will contact the evaluation contact for each county shortly after they begin work. Today we are sending out letters and e-mails to all Executive Directors and all of the evaluation and fiscal contacts whom the Executive Directors listed as the people they want to receive the information about the Annual Report. The letter will direct you to the first5eval.com website for the Annual Report guidelines and forms for FY2006-2007 and FY2007-2008.

We have created PDF versions of the Annual Report Excel forms that are on the First 5eval.com site. The PDF forms have a button that you can use to e-mail the forms directly to us. We think this is an easy way for counties to report.

Q: Is there a PDF form also for the Narrative portion?

A: No, there is no PDF form for the Narrative this year.

In addition to creating PDF versions of the Excel forms, we also created some new forms: School, Readiness Outcomes & Indicators and School Readiness Narrative. But we do not have PDF forms yet for the County Profiles or the Local Evaluation Summary for the Annual Report. Next year, we should have everything in a web-based application and everything will have forms.

Q: For Result Area 4, will counties report the Narrative information in a Word document?

A: Yes, and the instructions for how to submit each part are described in the Guidelines that we are posting on our website. Next year, everything will be in a web-based application.

If you start on your Annual Report before the contractor contacts you, and you come across questions, you may submit those questions to evaluation@ccfc.ca.gov.

Q: When might we hear from the contractor?

A: We are anticipating they will contact counties during the last two weeks in July.

Update on the RFP process: We are working on a number of different RFPs for implementing the Research & Evaluation Framework. The work that was previously done under one contract will be broken down into several contracts. The first part is the Annual Report, which we are doing through an inter-agency agreement. This is first because it is time-sensitive. We are working on an RFP for a Center for Results and also an IT component. We are working on the Center for Results and the IT RFPs simultaneously. The IT contract might go out first.

Q: Will the new IT contractor migrate PEDS data into the new system?

A: Yes.

Q: Will the IT contractor mine or analyze the systems that are out there and look for ways to migrate data from systems other than PEDS?

A: Yes, incorporating data from various systems will be part of the Scope of Work of the IT contractor.

Q: When will the new system be out?

A: We do not have a release date for the RFP for IT, but we are probably looking at a couple of years before we get a new system up and running.

Q: What is the status for Annual Reporting changes for FY2007-2008?

A: The FY2007-2008 guidelines will be posted. There are not many changes between the FY2006-2007 guidelines and FY2007-2008.

PEDS section

Millie gave a PEDS update: we are facing some glitches with the Achievement Milestones and some other Special Needs reporting questions and we are looking into bringing in a programmer for PEDS. I hope to post a list on the new website showing all of the known issues with PEDS and our anticipated date to fix them.

Q: We used the coaches a lot before for our funded projects, can you direct me to a person who is available to answer questions and assist programs with data entry?

A: We do not have anything similar to the coaches. You can send questions to evaluation@ccfc.ca.gov, you can check the Web site for training modules, and you can work with other counties to see what they are doing.

Q: We would appreciate any support you can provide because as a small county we do not have a lot of resources.

Q: Will PEDS satisfy the Annual Report requirements? What is the approach?

A: We did not include that in the guidelines, but it is part of the Annual Report contractor's Scope of Work and we have been working with CS&O and SRI to facilitate this.

Q: Will there be a clear contact person for PEDS users to ask questions about their Annual Report submission?

A: The contractor will give each county one contact person so the counties can ask questions one-on-one about their data submission.